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DRAFT
DTTlson:1/27/54

MEMORANDUM

To: DCN (Coster, ███ Knoll, Beresford)

From: David Tilson   25X1A9a

Subject: Diversion Control Files

1. I suggest that the Diversion Control Files consist of 3 components:

a. A card file (5"x8" cards) on which the essential identifying data pertaining to each case be noted. Each case will be identified by country, individual or firm name, commodity, and case number. The official case identification will be established by E/ST. The cards will be cross-indexed by country, name, commodity and number. Thus, for each case E/ST will disseminate 4 cards each to MDAC/W, MDAC/P, and EDS.

b. A case folder ~~file~~ containing all despatches, memoranda, etc will be maintained for each case. Case analyses and/or summaries will be filed in these folders. In addition, a journal sheet on which action taken ~~will be~~ is noted, will be included. The folders will be filed by case number.

c. A "tickler" file consisting, essentially, of a calendar on which memoranda concerning ~~future~~ on pending queries or action on specific cases will be noted, ~~to insure future coordinated action.~~

2. New cases will be established at the weekly Diversion Control meetings.

3. A bi-weekly report will be prepared summarizing the status of each case carried. Information will be obtained from the journal sheets posted in each case folder. Report will include information on cases being ~~xxx~~

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monitored by MDAC/P, as well as those being monitored by the DCN in
Washington.

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